

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

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| Board/Committee: | | CIVIL SERVICE COMMISSION | | Meeting Date | January 24, 2017 |
| Location | Mo’ikeha Building, Liquor Control Commission, Meeting Room 3 | | | Start of Meeting: 2:00 p.m. | End of Meeting: 2:46 p.m. |
| Present | Chair Richard Jose; Vice Chair Jeffrey Iida. Members: Fely Faulkner; Elizabeth Hahn; Karen Matsumoto; and John Low Also: Deputy Attorney Mark Bradbury; Department of Liquor Control Secretary Cherisse Zaima; Boards and Commissions Administrator Jay Furfaro; Director of HR Janine Rapozo | | | | |
| Excused | | | | | |
| Absent | | | | | |
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| SUBJECT | DISCUSSION | | | ACTION | |
| | Prior to the start of the meeting the Oath of Office was given to Elizabeth Hahn (reappointment) | | | | |
| Call To Order/Roll Call | | | | Chair Jose called the meeting to order at 2:00 p.m. with 6 members present. | |
| | Pending a conference call with Deputy Attorney General Henry Kim, the Chair moved the Executive Session to the end of the meeting. | | | | |
| Approval of Minutes | Open Session Minutes of December 14, 2016 | | | Mr. Low moved to approve the minutes as circulated. Mr. Iida seconded the motion. Motion carried 6:0. | |
| Director’s Reports | CSC 2017-01 a. January 2017 Director’s Report Human Resources Director Janine Rapozo reported that the Department is still in arbitration with the firefighters, and have one more week of hearings; they should be receiving a decision sometime in March. The Department is also starting arbitration with HGEA Units 2, 3, 4 and 13. They are not yet in arbitration with Unit 14, which includes Ocean Safety Officers, and are currently in arbitration SHOPO and UPW. Director Rapozo reported that one of their January accomplishments was the updating of the County’s Leave Sharing program, which allows employees to donate their vacation leave to other employees who are suffering from | | | | |

| SUBJECT | DISCUSSION | ACTION |
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| | <p>serious illness, or caring for someone suffering a serious illness. They have input all donor/recipient records into a computerized system rather than doing it manually.</p> <p>Ms. Faulkner asked to clarify a section of the new Leave Sharing Policy that allows a leave sharing recipient to continue to work part-time, asking whether the leave sharing from a donor will stop upon the recipients return to work. Director Rapozo explained the old policy disqualified a recipient once they returned to work, but the new policy was changed to allow recipients who may be able to return to work for short periods while receiving treatment for their illness; an annual certification from their doctor is required. She further explained that the recipient may have a bank of hours that were previously donated from which they could continue to utilize should they meet the criteria to do so.</p> | |
| | | Chair Jose called for a recess at 2:06 p.m. The meeting reconvened at 2:07 p.m. |
| Executive Session | <p><u>ES-001 Executive Session Minutes of December 14, 2017</u></p> <p><u>ES-002 RFA 2017-01 Appeal received 11/17/16 appealing the Recruitment & Examination of a particular position by the Director of Human Resources</u></p> | Mr. Low moved that the Commission move into Executive Session at 2:07 p.m. Ms. Hahn seconded the motion. Motion carried 6:0. |
| Return to Open Session | <u>Ratify Commission actions taken in Executive Session for items: ES-001 and ES-002</u> | <p>The meeting resumed in Open Session at 2:40 p.m.</p> <p>Mr. Low moved to ratify Commission actions taken in Executive Session. Mr. Iida seconded the motion. Motion carried 6:0.</p> |
| Announcements | Next Meeting: Tuesday, February 28, 2017 – 3:00 p.m., Mo'ikeha Building, Liquor Conference Room 3 | |

| SUBJECT | DISCUSSION | ACTION |
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| | <p>The Commission discussed the possibility of a time change to 2:00 p.m. dependent upon whether or not the appellant in RFA 2017-01 will be present at the next meeting.</p> <p>Administrator Furfaro stated that should the appellant be present, he recommends the meeting be moved to 2:00, noting that they hope to hear from Mr. McClure within the next 14 days, which will give them plenty of time to set the meeting time. The location will also be clearly defined once they receive a response from the appellant.</p> | <p>Mr. Low moved that the time and location of the meeting of February 28, 2017 be contingent upon the appellant's response. Ms. Faulkner seconded the motion. Motion carried 6:0.</p> |
| Adjournment | | <p>Mr. Low moved to adjourn the meeting. Ms. Faulkner seconded the motion. Motion carried 6:0. The meeting adjourned at 2:46 p.m.</p> |

Submitted by: _____
Cherisse Zaima, Private Secretary

Reviewed and Approved by: _____
Richard Jose, Chair

(X) Approved as circulated. 2/28/17

() Approved with amendments. See minutes of _____ meeting.